



City of Long Beach
Public Records Request Form
Office of the City Manager

PRA #: _____

STEP 1: COMPLETE all fields on this form. To ensure your public records request is responded to promptly, **email is the preferred method of contact.**

STEP 2: SUBMIT completed form by email at RecordsCoordinator@longbeach.gov; fax at (562) 570-6583; mail or in person at Office of the City Manager, 333 W. Ocean Blvd. 13th Floor, Long Beach, CA 90802.

STEP 3: WAIT to receive a response. Pursuant to California Government Code § 6253, the City will provide a response indicating whether disclosable public records are available within 10 days from receipt of a public records request. In some cases, a 14 day extension to respond may be necessary.

If the City determines disclosable, non-exempt public records exist, they will be made available within a reasonable timeframe. The City requires payment to cover direct costs of duplication, if applicable, before copies are released.

Documents will not be copied until payment has been received.

REQUESTER INFORMATION

Email Address:

(Preferred method of contact)

Name: _____

Company: _____

Telephone: _____

Alternate Telephone: _____

Mailing Address: _____

REQUESTED DOCUMENTS

Please be as specific and detailed as possible in order to help City staff locate documents. If known, please indicate in which Department(s) records reside. Please provide applicable case number(s), location/address of property, date range or time period, and any other pertinent information. Attach additional pages if necessary.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

FOR OFFICE USE ONLY

Date, Method Received:

Date Response Required by:

Received by:

Fwd. Dept.(s), Date:

Notes: